

**SELF-SERVICE CENTER  
PROCEDURES:  
HOW TO FILE LEGAL SEPARATION WITH CHILDREN  
PAPERS WITH THE COURT**

**STEP 1:** Make **2** copies of the following documents after you have filled them out:

- *"Sensitive Data Sheet"*
- *"Summons"*
- *"Preliminary Injunction"*
- *"Petition for Legal Separation with Children"*
- *"Affidavit of Minor Children"*
- *"Order and Notice for the Parent Information Program"*
- *"Notice Regarding Creditors"*

**STEP 2:** SEPARATE YOUR DOCUMENTS INTO THREE (3) SETS:

**SET 1 - ORIGINALS FOR THE CLERK OF THE COURT:**

- *"Family Court Cover Sheet"*
- *"Sensitive Data Sheet"*
- *"Summons"*
- *"Preliminary Injunction"*
- *"Petition for Legal Separation With Children"*
- *"Affidavit of Minor Children"*
- *"Order and Notice for the Parent Information Program"*

**SET 2 - COPIES FOR SPOUSE:**

- *"Sensitive Data Sheet"*
- *"Summons"*
- *"Preliminary Injunction"*
- *"Petition for Legal Separation With Children"*
- *"Affidavit of Minor Children"*
- *"Order and Notice for the Parent Information Program"*
- *"Notice Regarding Creditors"*

**SET 3 - YOUR COPIES:**

- *"Sensitive Data Sheet"*
- *"Summons"*
- *"Preliminary Injunction"*
- *"Petition for Legal Separation With Children"*
- *"Affidavit of Minor Children"*
- *"Order and Notice for the Parent Information Program"*
- *"Notice Regarding Creditors"*

**STEP 3:** FILE THE PAPERS AT THE COURT:

**GO TO:**

**GO TO THE COURT TO FILE YOUR PAPERS:** The court is open from 8am-5pm, Monday-Friday. **You should go to the court at least two hours before it closes.** You may file your court papers at the following Superior Court locations:

Clerk of the Superior Court  
**CENTRAL COURT BUILDING**  
201 West Jefferson, 1st floor  
Phoenix, Arizona 85003

**OR**

Clerk of the Superior Court **OR**  
**SOUTHEAST COURT COMPLEX**  
222 East Javelina Avenue  
Mesa, Arizona 85210

Clerk of the Superior Court  
**NORTHWEST COURT COMPLEX**  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374

Clerk of the Superior Court  
**NORTHEAST COURT COMPLEX**  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

**FILE:** Go to the Clerk of the Court filing counter.

**FEES:** There is a filing fee of **\$276.00** plus service fees for all Petitions. If you think you are entitled to a fee deferral, you may request deferral of the filing fees (and the Sheriff's service fees if you intend to use the Sheriff's office for service) at the time you file your papers with the Clerk of the Court. The Self-Service Center and the Filing Counter have the deferral forms.

**PAPERS:** Hand the originals and all three (3) sets of your court papers to the Clerk along with cash, check, or a money order for the filing fee of **\$276.00**.

**MAKE SURE YOU GET BACK THE FOLLOWING FROM THE CLERK:**

- ✓ Your Set of Copies
- ✓ Your Spouse's Set of Copies

**STEP 4:** Read the packet called "Service of Court Papers" that applies to your situation at the Self-Service Center to find out how to serve the other party. Once the other party is served with the court papers make sure you immediately file the affidavit, waiver or acceptance of service with the Clerk of the Court.